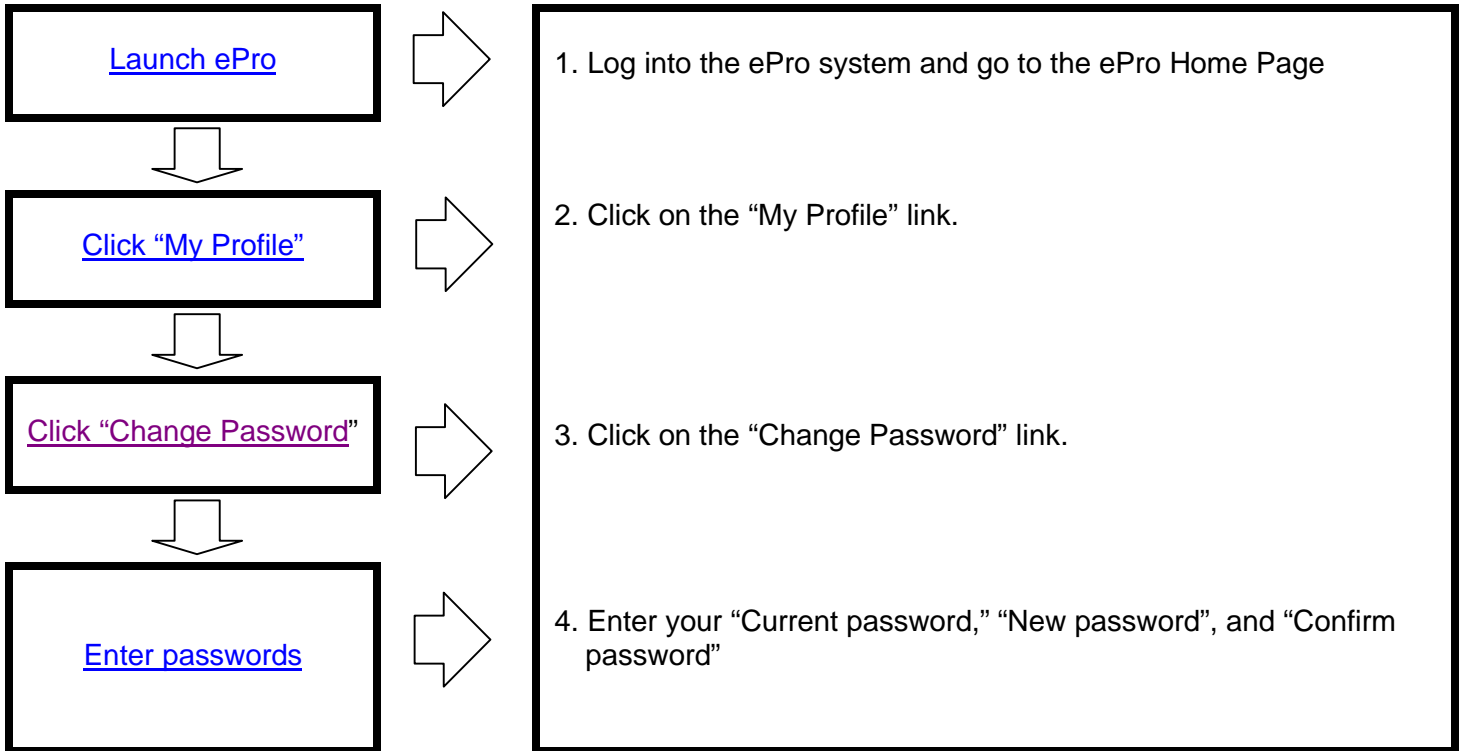


Changing ePro Passwords


This training document will show you how to change your eProcurement password.



Changing ePro Passwords

Step 1: Log into eProcurement

After completing an eProcurement class, you will be given a UserID (login name) and Password so you can access the eProcurement system (ePro).

- Start Microsoft Internet Explorer by double-clicking on its icon (). Do not use Netscape Communicator since it has problems displaying important information.
- Enter the following ePro Web site address in Internet Explorer's "Address Bar:" <http://epro.lbl.gov/eproprd>
- Enter the User ID given to you by the PRP team
- Enter the password you were given
- Click on all the links to arrive at the ePro Home Page



PeopleSoft 8 Sign-in - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://eprosrv.lbl.gov:8001/servlets/iclientervlet/EPROPRD/signon.html> Go Links

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[繁體中文](#) [Svenska](#)

User ID:

Password:

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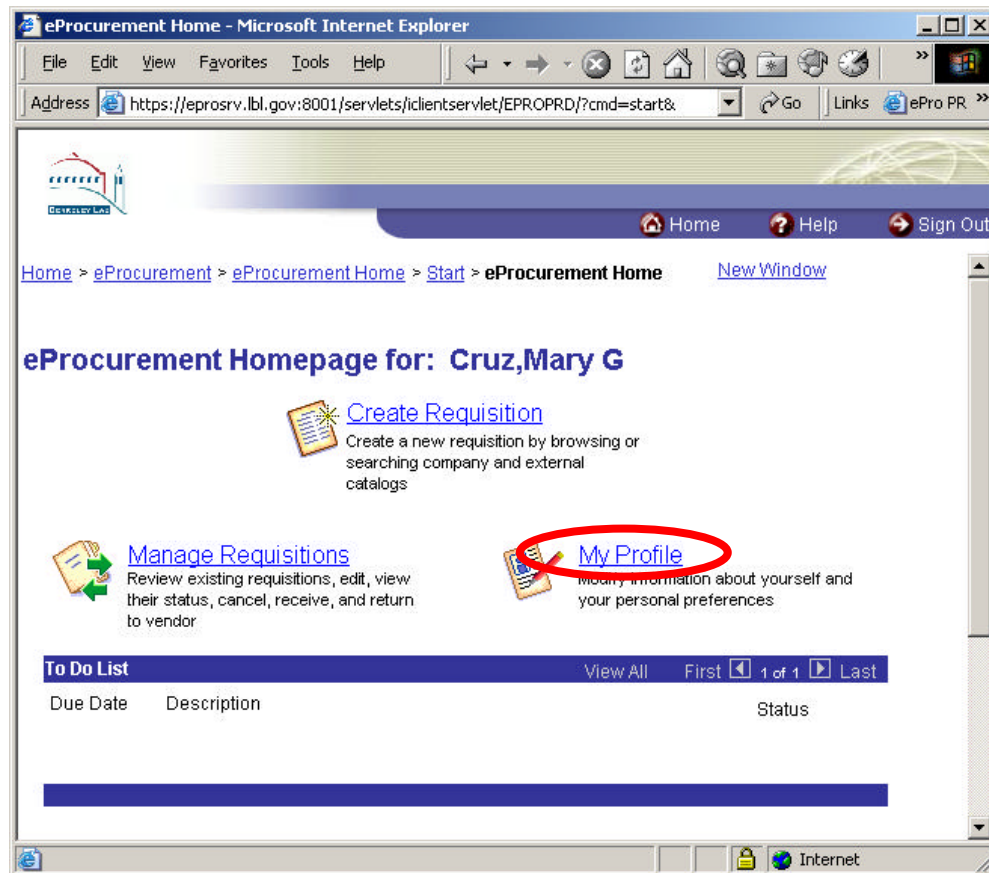
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Done Internet

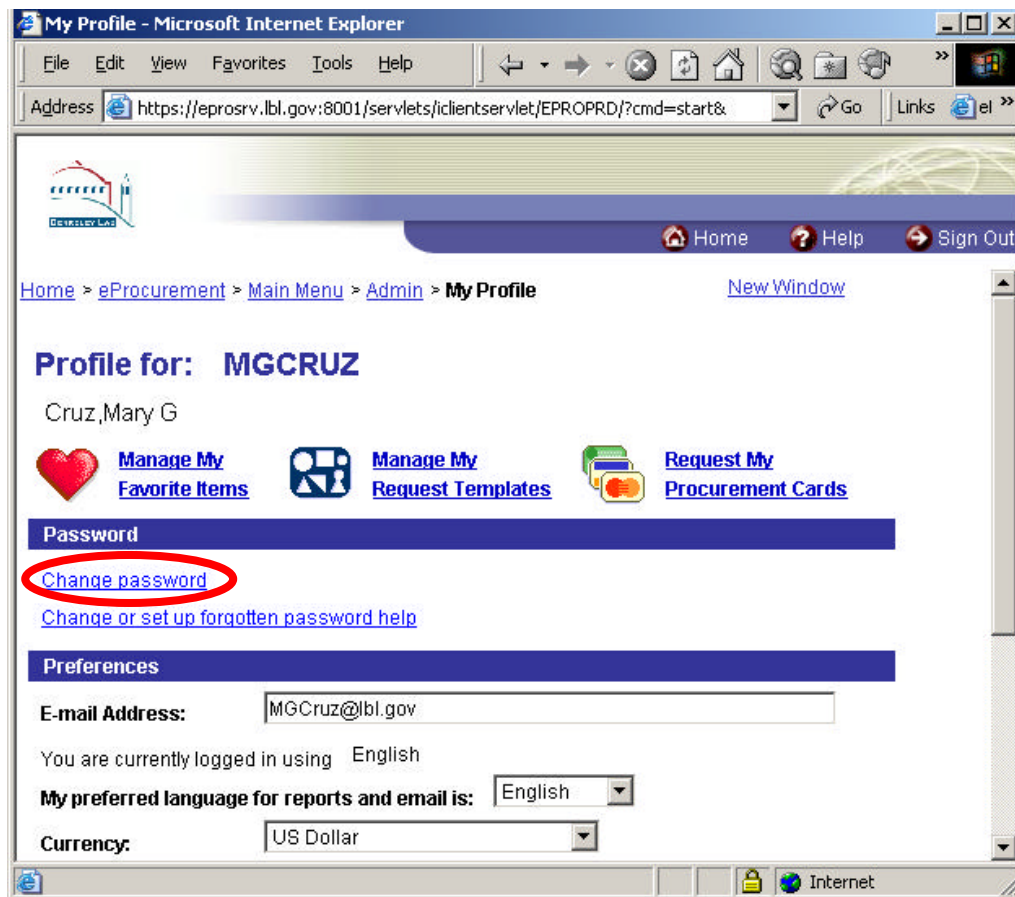
Changing ePro Passwords

Step 2: Click on “My Profile”



Changing ePro Passwords

Step 3: Click on “Change Password”



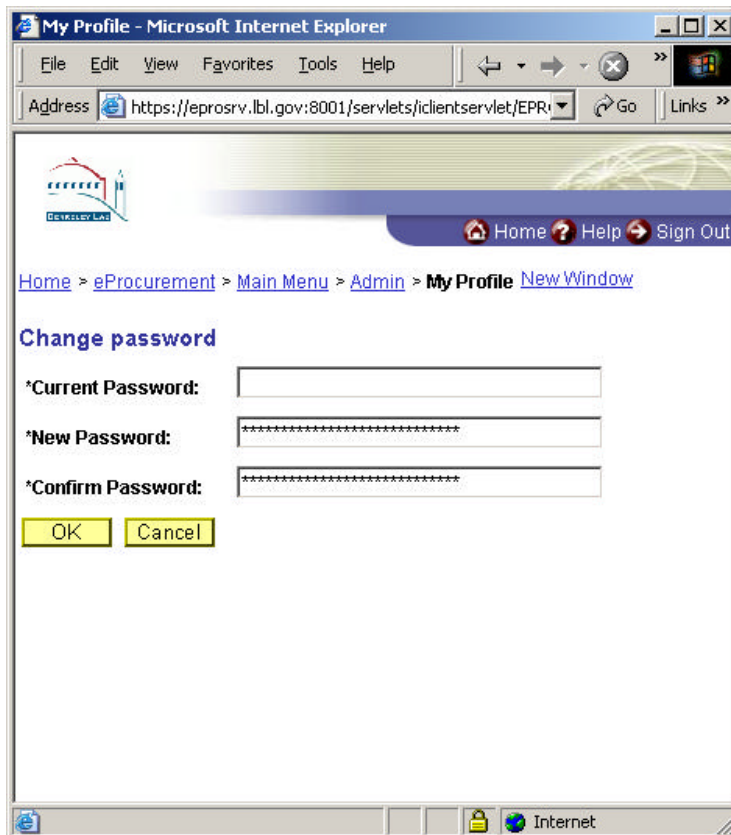
Changing ePro Passwords

Step 4: Enter Passwords

- Enter your Current Password in the first box
- Choose a new password. It should be
 - Eight characters
 - Have a combination of letters and numbers
 - Not have any special characters

Passwords are “case sensitive” so note whether your password contains upper or lower-case letters.

- Enter your new password in both the “New Password” box and the “Confirm Password” box.
- Press the “OK” button.



The screenshot shows a Microsoft Internet Explorer window titled "My Profile - Microsoft Internet Explorer". The address bar displays "https://eprosrv.lbl.gov:8001/servlets/iclientervlet/EPR...". The page content includes the Berkeley Lab logo, navigation links (Home, Help, Sign Out), and a breadcrumb trail: Home > eProcurement > Main Menu > Admin > My Profile. The main heading is "Change password". Below this, there are three input fields: "*Current Password:", "*New Password:", and "*Confirm Password:". The "New Password" and "Confirm Password" fields are filled with asterisks. At the bottom of the form are "OK" and "Cancel" buttons.